

DHCD Computer Relocation

Work Schedule

Origination

Address: 100 Community Place, Crownsville, MD, 21032

Site point of contact: TBD

Destination

Address: 7800 Harkins Road, Lanham, MD, 20706

Site point of contact: TBD

Date	Work hours	Work place	Task	Delivery instructions	Other
4/16/2015 Thursday	12:00 p.m. to 6:00 p.m.	Crownsville	Group A - disconnect, pack and remove computers and peripherals from 133 offices	Appx. 140 PCs and 230 peripherals	Label equipment - originating room number, occupant, destination room number; list of rooms to be provided
4/17/2015 Friday	8:00 a.m. to 6:00 p.m.	Crownsville	Group B - disconnect, pack and remove computers and peripherals from remaining office and work areas	Appx. 350 PCs and 500 peripherals	Label equipment - originating room number, occupant, destination room number
4/17/2015 Friday	12:00 p.m. to 3:00 p.m.	Crownsville	Group C - pack and remove servers and peripherals from 2.204 and 2.206	Appx. 45 servers, 20 peripherals*	Label equipment - originating room number, occupant, destination room number
4/17/2015 Friday	3:00 p.m. to 6:00 p.m.	New Carrollton	Group C - transport and unpack servers and peripherals from 2.204 and 2.206	Deliver to rooms 169 and 160	
4/18-19/2015 Saturday and Sunday	8:00 a.m. to 6:00 p.m.	New Carrollton	Group B - transport, unpack and connect computers and peripherals from remaining office and work areas	Destinations as labeled	Coordinate delivery of computers with delivery of furniture (loading dock and elevator logistics)
4/18-19/2015 Saturday and Sunday	8:00 a.m. to 6:00 p.m.	New Carrollton	Group A - transport, unpack and connect computers and peripherals from 133 offices	Destinations as labeled	Coordinate delivery of computers with delivery of furniture (pending delivery of office furniture)

*Includes one (1) SAN which contains **112 individual hard drives** that need to be packed individually; SAN frame is an enclosed rack